Common Expectations for Mentors

Checklist of Functional Expectations for Mentors:

• Role modeling of appropriate professional attitudes, values and behaviors, such as:
  - How to develop and maintain a professional network
  - How to negotiate a difficult conversation with a colleague

• Providing advice for:
  - Strategies for handling difficult work situations
  - The merits of serving on particular committees
  - Finding and securing resources
  - Suggestions for balancing "work and life"

• Reviewing work and career progress by:
  - Reviewing goals, plans, and performance reviews

• Advocating for the mentee’s success by:
  - Showcasing mentee’s work/accomplishments
  - Recognizing talents
  - Providing opportunities for participation in professional activities
  - Providing access to key people and resources

• Offering encouragement by:
  - Demonstrating enthusiasm and confidence in the mentee’s successful future
  - Conveying positive regard
  - Serving as a sounding board
  - Providing a forum in which the mentee is encouraged to talk openly about anxieties and fears
  - Providing moral and emotional support
  - Giving positive feedback

• Keep confidences.
  - Keep the content of your discussions within the relationship confidential. All exchanges, both personal and professional, are subject to the expectations of professional confidentiality.